

TOWN OF TOPSHAM
GENERAL BUILDING
PERMIT APPLICATION

Date: _____

Site Address: _____

Property Owner: _____

Property Owner Mailing Address: _____ Phone Number: _____

Applicant: _____ Phone Number: _____

Applicant Email: _____

Please select the permit category that best describes your project:

- Residential Permit:** Detached One- and Two-family Dwellings and Townhouses and their accessory structures (shed/garage/deck/etc.). Provide all information required by form "**RESIDENTIAL SUBMITTALS**". **Note: See form for Exceptions.** Only submit the pages needed for your project.
- Commercial Permit:** All other projects. Provide all information required by form "**COMMERCIAL SUBMITTALS**". **Note: See form for Exceptions.** Only submit the pages needed for your project.

If an **Exception** applies;

- What is the exception number? 1, 2, 3, 4, 5, 6, 7, 8, 9
- What is the size of the project in square feet? _____
- What are the projects setbacks to property lines? Front _____, Side _____, Rear _____

PROJECT DESCRIPTION

I HERBY CERTIFY THAT THE INFORMATION IN THIS APPLICATION IS COMPLETE AND CORRECT AND I AGREE TO COMPLY WITH ALL TOWN ORDINANCES AND LAWS APPLICABLE TO THIS PROJECT, I AM OR LEGALLY REPRESENT THE OWNER OF THE SUBJECT PROPERTY FOR THE PURPOSE OF OBTAINING THIS PERMIT, I HAVE READ AND UNDERSTAND THE ATTACHED HANDOUT "Building Permit Standard Conditions"

Applicant Signature: _____ **Printed Name:** _____

FOR OFFICE USE ONLY

PERMIT #: BP _____

- VISION

Map: _____ Lot: _____ Lot Area: _____

Fee Calculation: _____ FEE: _____

Zone: _____ Zoning Use: _____

APPROVED / DISAPPROVED; CEO SIGNATURE: _____ DATE: _____

Permit Conditions / Comments:

Building Permit Standard Conditions

The permit to which this is attached is the building permit. Separate permits are required for plumbing, heating and electrical work. Building permits are subject to appeal for a period of 30 days from issuance. A building permit expires if there is no substantial start on the project within a period of 6 months. All work must meet applicable codes and ordinances. We ascertain the code compliance of your project to the best of our ability with the data provided by you, many building code related topics are posted on our web site, [Building Code Information - Topsham, Maine \(topshammaine.com\)](#) Information on the Maine Uniform Building and Energy Code (MUBEC) can be found here [Building Codes | Office of State Fire Marshal \(maine.gov\)](#)

- **Code Purpose:** The purpose of codes is to establish *minimum requirements* to provide a reasonable level of safety, health and general welfare through affordability, structural strength, means of egress, stability, sanitation, light and ventilation, energy conservation and safety to life and property from fire and other hazards and to provide a reasonable level of safety to fire fighters and emergency responders during emergency operations. Workmanship and finishes are not addressed by the building code or the inspector. *Please hire a reputable builder and check references!*

Inspections: We will need to inspect the foundation reinforcing (only if an engineered design): Foundation after drainage and damproofing are installed and before it is backfilled: Framing before insulation or sheetrock: Fire rated construction if applicable; any special inspections noted on the permit: The final building before it is occupied.

- **Note:** The required inspections only permit the inspector to see a fraction of the code requirements. Issuance of a Certificate of Occupancy shall not be construed as an approval of a code violation, the property owner is responsible for code compliance for the life of the building. *Please hire a reputable builder and check references!*

Setbacks: You are responsible for knowing where your applicable property lines are and for meeting the zoning requirements as to setbacks and similar criteria. We will assist you as best as we can in understanding the various criteria, but the burden of compliance is on you. Setbacks are measured from the property line to the nearest point on the structure (this is often not the wall). The edge of the road or sidewalk is usually not the property line, the Town usually owns beyond these features. If you are not sure where your property lines are, we recommend that you have the land surveyed by a licensed surveyor.

Deed and/or Other Restrictions: There may be restrictions in your deed such as easements, covenants, prior approvals, etc. that could affect your project. You are responsible for making sure your project meets any deed restrictions. There can be legal issues with the properties that can affect the feasibility of a project that are not readily apparent. If you have questions about things such as boundary locations, subdivision, merger, etc., we recommend you consult a surveyor or attorney.

Utilities: There may be features that affect your project such as public or private sewer lines, water lines, power lines, phone lines, etc. that can affect the code compliance of your project. The burden of ascertaining the existence of and making us aware of these is yours. Call DIG SAFE at 1-800-DIG-SAFE (1-800-344-7233) prior to excavating, they will assist you in locating buried features on your site and it's the law!

Engineering: If you use trusses, engineered lumber, steel, etc., we will need written certification from a licensed architect or engineer that the product is suitable for the intended use. Many of these products have been pre-engineered and the suppliers of these products can usually supply engineered installation standards upon request.

RESIDENTIAL SUBMITTALS

A permit is required to construct or alter a building which is defined as a "structure having a roof supported by columns or walls for the housing of persons, animals, or personal property". For purposes of this definition, elevated decks also require this permit.

Exceptions: The following do not require this permit, **only submit the *General Building* page:**

1. One-story detached accessory structures such as SHEDS, provided that the floor area does not exceed 200 square feet
2. DECKS not exceeding 200 square feet in area, that are not more than 30 inches above grade at any point, are not attached to a dwelling and do not serve the exit door required by IRC building code Section R311.4
3. Repairs to and maintenance of existing buildings and structures
4. Replacement of non-structural elements
5. Decorative changes
6. Log homes: This includes 100% of a *home* construction, if the building is not a home, this permit is required
7. Manufactured housing as defined in Title 10, chapter 951: Only items subject to Maine Manufactured Housing laws/rules are exempt, other construction does require this permit
8. Post and beam or timber frame (PB/TF) construction: This is limited to all structural aspects of the building including any that support the PB/TF and any that are supported by the PB/TF
9. Warehouses or silos used to store harvested crops: What this means will be assessed on a case-by-case basis

Projects constructed under this permit are regulated by the Maine Uniform Building and Energy Code (MUBEC) CH-5 currently the 2021 International Residential Code (IRC) as amended. The following project types listed in the IRC scope may be constructed under this code:

R101.2 Scope.

The provisions of this code shall apply to the construction, alteration, movement, enlargement, replacement, repair, equipment, use and occupancy, location, removal and demolition of detached one- and two-family dwellings and townhouses not more than three stories above grade plane in height with a separate means of egress and their accessory structures not more than three stories above grade plane in height.

"Exception: The following shall be permitted to be constructed in accordance with this code:

1. Live/Work unit provided the portion used exclusively for nonresidential use shall be limited to less than 10 percent of the area of the dwelling unit.
2. Detached one- and two-family dwellings or townhouses accommodating no more than 3 outsiders in rented rooms provided the rooms do not contain separate cooking facilities.
3. A "Day-Care Home" as defined by "Fire Codes and Standards adopted pursuant to Title 25, M.R.S §§ 2452 and 2465".

Provide the following information as applicable with your application

- If the project is an Alteration or Renovation: Provide the cost of the Building Construction EXCLUDING the value of non-structural repairs/replacements, all decorative changes, all plumbing/electrical/gas/mechanical:**

Cost = \$ _____

- Application for projects generating or increasing wastewater flows must provide a capacity to serve letter or receipt of paid entrance fee issued by the Topsham Sewer District (729-3612) for public sewer connection; **or** a septic design (HHE-200) for an onsite private system.
- For any work within a public way including a driveway or culvert, a permit is required from Public Works: 725-1728. Provide a copy with this application

Plans:

- One set of plans on paper no larger than 11"x17" dimensioned clearly and containing a minimum of all **applicable** information below. Plans may be emailed in pdf. format only, **PICTURES WILL NOT BE ACCEPTED.**

Site plan containing the following:

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Site plan containing the following:

- North arrow; Distance to buildings measured perpendicular to property lines; Distance between buildings; Location of septic field, tank and well if applicable; Driveway location; Street names; Water courses and water bodies; Area of lot in square feet or acres; Erosion control measures shown.
- AS of MAY 22, 2024:** If your project involves work in the Front Setback area **and** you are located in a MUC, LV, MV, VC zone, footnote #30 of the Table of Dimensional Requirements was added. In order to comply with this requirement, you must **submit a survey** showing the distance from the back of curb or the edge of pavement to the lot line, and if this distance is less than 12 feet, provide a recorded streetscape easement benefiting the Town of Topsham on the private lot to expand the area to at least 12 feet.

Provide: Foundation, Floor, Wall, Roof, Building elevation plans/documents that show or contain the following:

- Overall building dimensions
- Foundation: Indicate Type of Material, Wall/Column Width; Footer Width/Thickness/Depth below grade; Re-bar size/location
- Room use (name)
- Windows and doors including swing direction and size
- Egress from Bedrooms; show location(s)
- Egress from Basement; show location(s)
- Egress from Habitable Attic; show location(s)
- Tempered Glass; show all locations
- Stairs showing the direction of travel, width, headroom, rise and run dimensions, handrail location and height
- Location of plumbing fixtures, appliances and fireplace(s)
- Location/Size/Type of bearing walls and columns
- Size/Span/Direction of floor/wall/ceiling/roof/beams/headers/structural members
- Engineered Structural Products such as LVL's, Trusses, I-Joists etc. Provide manufactures installation and sizing information
- Engineers seal for all structural steel and other applicable engineering
- Indicate interior wall and ceiling finish
- Indicate and detail braced wall lines
- Show each side of the building
- Indicate the exterior wall and roof finish
- Proposed grade at each corner of the building
- Height of the building measured from the grade plane to the average height of the highest roof surface

ENERGY: If the project involves new or expanded heated space, or conversion of unheated space to heated; Complete the "Residential Energy Efficiency Packet".

- Detail or Callout required energy components on the building plan; Plan must match submitted Packet values

RADON: If the project is a New Dwelling that has never been occupied, a Radon Mitigation System in compliance with ASTM E-1465-08 must be installed.

- Detail or Callout components of Radon system on the building plan

Information regarding the Maine Building and Energy Code can be found here:

[MUBEC Code Launch Documents](#)

[Building Code Information - Topsham, Maine](#)

Residential Energy Efficiency Packet

The Project shall comply with one of the following, please check one. For each option, attach appropriate site-specific design compliance report showing how the project will meet code, sign below, and submit this page and the compliance report with your building permit application:

- Option #1 – R401.2.1 Prescriptive Compliance Option:** The Prescriptive Code Compliance Path is the most expensive option to meet the 2021 IECC (highest values and most stringent).
- Option #1 – R401.2.1 REScheck total UA alternative Compliance Option:** Following UA (REScheck) allows trade-offs of the envelope only, this path is a little less costly. [REScheck | Building Energy Codes Program](#)
- Option #2 – R401.2.2 Total Building Performance Option:** Following the Performance Code Compliance Path brings in the mechanicals to help trade-off, this path is less costly than option #1.
- Option #3 – R401.2.3 Energy Rating Index Option:** Following the ERI Code Compliance Path brings in all aspects of the build (like a HERS Rating) to allow the most trade-offs and using the homes energy performance to identify compliance which is the least costly compared to options #1 and #2.

Additional requirements for all Options:

- ❖ **R401.2.5 Additional energy efficiency**
- ❖ **R401.3 Certificate**

I certify that I have verified insulation materials and R-values; fenestration U-factors and SHGC values; area-weighted average U-factor and SHGC calculations; mechanical system design criteria; mechanical and service water heating system and equipment types, mechanical ventilation, sizes and efficiencies; equipment and system controls; duct sealing, duct and piping insulation and location; air sealing details; and that the project as designed satisfies the minimum requirements for the compliance approach selected above.

Project Address: _____

Agency and Certification Number (if applicable): _____

Signature of Responsible Party: _____

Printed Name and Title of Responsible Party: _____